

**OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE OFFICER
MAY BE UNDERFILLED AT THE CONNECTICUT CAREERS TRAINEE LEVEL
BUDGET AND FINANCIAL ANALYSIS DIVISION – CORE-CT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Budget and Financial Analysis Division - Core-CT, 101 East River Drive, East Hartford, CT
Job Posting No: #82170
Hours: Full-Time (40 hrs/week)
Salary: Fiscal/Administrative Officer: \$60,593 (AR23.1)
Connecticut Careers Trainee:
First Year of Training
\$42,090 (AR15.1) – Bachelor's Degree/\$43,611 (AR15.2) - Master's Degree
Second Year of Training
\$48,168 (AR15.5)
Closing Date: **Wednesday, April 17, 2013 - Application materials must be received by 5:00 p.m. by this date**

The Office of the State Comptroller - Budget and Financial Analysis Division – Core-CT is currently seeking qualified candidates to fill one (1) **Fiscal/Administrative Officer** and may be underfilled at the **Connecticut Careers Trainee position**. The selected candidate will be accountable for independently performing a full range of tasks in professional level fiscal and administrative functions and necessary to provide ongoing training support for the user community.

Eligibility Requirement: If applying at the **Fiscal/Administrative Officer** level, candidates must have applied for and passed the **Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Please note that this position may be underfilled at the Connecticut Careers Trainee level.**

Examples of Duties: Responsible for creating/updating training materials for all modules in Core-CT; deliver training for all modules in Core-CT; review standards and documentation of training materials on the Core-CT website; deliver specialized training to agencies trying to implement new business processes and performs other related duties as required.

Knowledge, Skills and Ability: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

Experience and Training (Fiscal/Administrative Officer): Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function. Specials Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Experience and Training (Connecticut Careers Trainee): Possession of a Bachelor's or Master's degree in Public Administration, Business Administration, Accounting or a closely related field.

IDEAL CANDIDATE FOR FAO POSITION SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- **Public Speaking Experience such as teaching or delivering presentations**
- **Some knowledge of PeopleSoft Financials**
- **Some knowledge of State financial business processes and procedures**

Note: In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12) (original **AND** one copy). (**Please indicate the job posting number on the application form**). State employees must include copies of their last three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate
Office of the State Comptroller/Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR**

**Fax to: 860-702-3324 (If faxing, only one application is necessary)
Email: elena.vazquez@po.state.ct.us**

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.